

## Preparing for a job search

How do you prepare for your job search? What do you do first, and then what do you do next?

Evaluate your current job satisfaction.

- Do you want to stay in the same career area or switch to another?
- What is the current job market like? Are jobs in your career area available or hard to find?
- Do you need additional training or education for the career area you want?

Assess your interest, values and transferable skills.

- Do an interest inventory. What kinds of jobs are you interested in doing?
- Transferable skills. What other skills do you have that may be applied to other positions?

Online job search.

- Job banks.
- Job search engines.
- Use “Google” to search job search websites.

Other job search avenues.

- Newspaper (help wanted ads).
- Employment agencies. Local employment agencies represent employers when hiring for vacancies.
- Career/Job Fairs.

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Research potential employers.

- Check local companies' websites for information.
- Know the industries in your local area.
- See whose advertising jobs then research the company for useful information.

Applications.

- Most companies require an application to be completed even if they ask for a resume first.
- Some require completion of a paper application, most require that an online application be completed.

References & Recommendations.

- Please insure you have the correct contact information for your references.
- Keep a list on your person; you never know when a potential employer may ask you to complete an application.
- Make several copies of recommendations insuring ample supply. You never want to go back to a former supervisor and ask again.